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DISTRICT YOUTH GUIDANCE

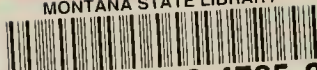
HOME



Manual

DEPARTMENT OF INSTITUTIONS
COMMUNITY BASED SERVICES DIVISION

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↳ DISTRICT YOUTH GUIDANCE HOME MANUAL

PREPARED BY THE COMMUNITY BASED-SERVICES DIVISION
1409 HELENA AVENUE
HELENA, MONTANA

July, 1975

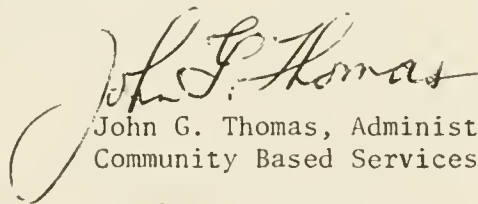
FOREWORD

Institutions or foster homes are not always the best place for juvenile delinquents or youth in need of supervision. For many of these children, a community facility with access to schools, community support and services, close relationship with peers and the care and supervision of group home parents is desirable.

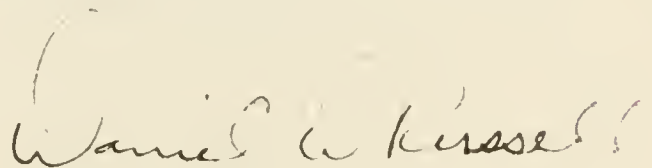
District Youth Guidance Homes were authorized by the 42nd Legislative Assembly to meet these needs.

Several Montana communities have such homes, many others need these facilities. You can help youth and your community by assisting in the development and continuing support of a Youth Guidance Home in your district.

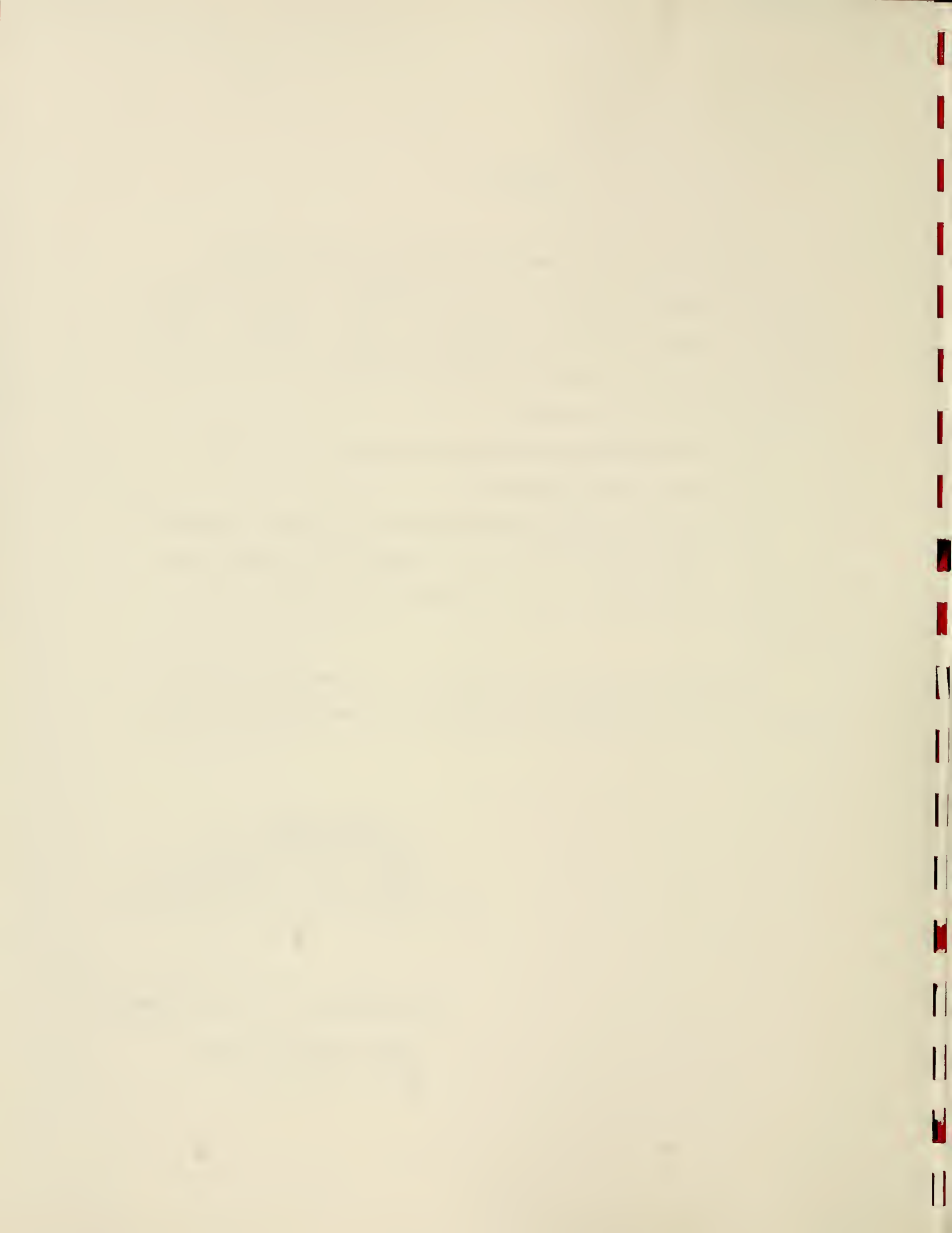
The Community Based Services Division has developed this manual to assist you in the development and operation of a home for your community.



John G. Thomas, Administrator
Community Based Services Division



Daniel D. Russell, Chief
Bureau of Aftercare



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Introduction

A District Youth Guidance Home is a family-type home for adjudicated delinquents and children in need of supervision. The home is an alternative to placement in an institution and commitment is made by the District Court.

The home may care for up to 10 children at one time. Live-in houseparents provide guidance and supervision to the youth who may attend local schools and to the fullest extent possible participate in the community.

The homes are operated by local, non-profit corporations established within the community. Funding (75% of the total cost) and technical assistance are available from the Aftercare Bureau within the Community Based Services Division of the Department of Institutions.

Any person or group interested in establishing a District Youth Guidance Home within their community may apply for assistance to the Community Based Services Division.

Steps in Application Procedure

The first step in developing a District Youth Guidance Home is a request for information or assistance addressed to the Chief, Aftercare Bureau, Community Based Services Division, 1409 Helena Avenue, Helena, Montana 59601.

The request should contain the name of the community where the home would be located and the name of the person, persons or group interested in developing the home. The name, address and phone number of one person who will serve as contact with the Bureau also should be included.

The Bureau will respond to this request by making a preliminary evaluation of the need for a District Youth Guidance Home in that community. The Bureau staff will then notify the contact person in the community of the findings. If a need for a home does exist, a meeting will be scheduled between the Bureau staff and the community representatives.

Pre-Application Meeting

At this first meeting, the Bureau staff and the community leaders will discuss the community's needs for a home and the services which can be provided to the youth by the community.

A staff member will describe the steps in development of a home, the rules and regulations governing operation of a District Youth Guidance Home and the eligibility requirements for state funding.

Formal Application

If, following this meeting, the group decides to proceed in establishing a home in their community, they must first incorporate as a non-profit corporation with the stated purpose of operating a District Youth Guidance Home. This step is necessary to qualify the local sponsors to receive state funds and obtain necessary licenses.

To incorporate, Articles of Incorporation must be filed with the Office of the Secretary of State, State Capitol, Helena, Montana.

A sample of the needed document and suggested by-laws for the corporation follow. However, incorporation is a legal procedure and the assistance of an attorney is recommended.

ARTICLES OF INCORPORATION

OF

of _____, Montana.

I.

The undersigned have associated and do hereby associate themselves together for the purpose of forming a corporation under the Montana Non-Profit Corporation Act, R.C.M., 1947, Sections 15-2301, et seq.

II.

The name of said corporation shall be _____

III.

The purpose for which said corporation is formed is as follows: to organize and to maintain a District Youth Guidance Home pursuant to the provisions of R.C.M. 1947, Sections _____, et seq.

IV.

The period of duration of said corporation shall be perpetual.

V.

The corporation is organized and operated exclusively for charitable and educational purposes (within the meaning of Sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 as amended or the corresponding provisions of any future United States Internal Revenue Law) no part of the net earnings of which shall inure to the benefit of its members, trustees, officers or other private persons, except that the corporation shall be authorized to pay reasonable compensation for services rendered and to make payments in furtherance of the purposes set forth in Article III hereof,

no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which shall not participate in, or intervene in, any political campaign, for or against any candidate for public office.

VI.

Upon dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as amended (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by a Court of proper jurisdiction in the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

VII.

The address of the initial registered office and the name of the initial registered agent of said corporation shall be as follows: _____

VIII.

The initial directors of said corporation shall be _____
in number. The initial board of directors shall be as follows:

IX.

The said corporation shall have no members.

X.

Said corporation shall have the power to acquire by grant, gift, purchase, contract, devise or bequest, and to hold and dispose of such property as the purposes of the corporation shall require, subject to such limitations as may be prescribed by law. The names and addresses of the incorporators are as follows:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

STATE OF MONTANA)
County of _____)

ss.

On this _____ day of _____, 19____, before me,
a Notary Public for the State of Montana, personally appeared

_____, _____,

and _____, known to me to be the persons whose names are subscribed to the foregoing instrument, and severally acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my
Notorial Seal the day and year in this certificate above written.

Notary Public for the State of Montana
Residing at _____, Montana
My Commission expires _____

(This is a sample. It is recommended an attorney be contacted prior to developing your legal instruments)

DISTRICT YOUTH GUIDANCE HOMES

OF _____, MONTANA

BYLAWS

ARTICLE I

(Offices and Registered Agent)

Section 1: The principal office of the corporation shall be located at _____ Montana. The corporation may have such other offices as the board of directors may designate.

Section 2: The registered office of the corporation shall be located at _____ Montana.

The registered agent of the corporation shall be _____

Section 3: The registered agent and registered office of the corporation may be changed at any time by a resolution duly adopted by the board of directors by filing a verified statement with the Secretary of State on the form provided for this purpose. A change in the address of the registered office may be made within the same county without a resolution of the board of directors.

Section 4: Any registered agent of the corporation may resign upon filing a written notice thereof, executed in duplicate, with the Secretary of State. The appointment of such an agent shall terminate upon the expiration of 30 days from the sending of such notice.

ARTICLE II

(Board of Directors)

Section 1: The corporation shall have no members.

Section 2: The affairs of this corporation shall be managed by a board of directors. The directors must be a resident of the state of Montana and must be persons familiar with and concerned about juveniles, and juvenile problems in the community.

Section 3: There shall be ten (10) directors. Upon the death or resignation of any director, the remaining directors shall fill the vacancy so created. The number of directors may be increased or decreased at any time by proper amendment to these by-laws, provided there shall never be less than three nor more than _____

directors. There shall be only one class of directors.

Section 4: Any vacancy occurring on the board of directors may be filled by the affirmative vote of a majority of the remaining directors although less than a quorum of a board of directors.

Section 5: Quorum. A majority of the directors shall constitute a quorum. The act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board of directors.

Section 6: Committees. The board of directors, by resolution adopted by a majority of directors in office, may designate and appoint one or more committees each of which shall consist of two or more directors, which committees, to the extent provided in such resolution, shall have and exercise all authority of the board of directors, except that no such committee shall have the authority of the board of directors in reference to amending, altering, or repealing the bylaws; electing, appointing, or removing any member of any such committee or any director or officer of the corporation; amending the articles of incorporation, restating articles of incorporation, adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of assets of the corporation; or amending, altering or appealing any resolution of the board of directors which by its terms provides that it shall not be amended, altered or repealed by such committee.

Section 7: Meetings of the board of directors may be called by the president or any three other members of the board of directors from time to time as such persons see fit or business requires. Notice of such meetings may be given by the person or persons calling them in any manner he or they deem affective. The notice must be given sufficiently in advance to be reasonable under the circumstances. Attendance of a director at any such meeting shall constitute a waiver of notice of the meeting. Neither the business to be transacted nor the purpose of any regular or special meeting of the board of directors need be specified in the notice or waiver of notice of such meeting.

ARTICLE III

(Officers)

Section 1: Election of officers. The directors shall hold annual meetings at the call of the president to be held sometime during the month of _____ of each year for the purpose of electing officers.

Section 2: Officers. The officers of the corporation shall consist of a president, a vice-president, a secretary, and a treasurer. The board of directors may appoint such other officers and assistants and agents as it may deem necessary.

Section 3: Duties and authority. All officers and agents of the corporation, shall have such authority and perform such duties in the management of the corporation as may be determined by resolution of the board of directors.

Section 4: Removal. Any officer or agent may be removed by the board of directors whenever in its judgment the best interest of the corporation will be served thereby.

ARTICLE IV

(Books and Records)

Section 1: The corporation shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its board of directors and committees having any authority of the board of directors.

Section 2: Right to inspect. All books and records of the foundation may be inspected by any board of director or his agent or attorney, or any other person for any proper purpose at any reasonable time.

ARTICLE V

(Prohibition)

Section 1: No part of the income of profit of this corporation shall be distributed to its directors or officers except the corporation may pay compensation in a reasonable amount to its officers for services rendered or actual reimbursement for expenses incurred on behalf of the corporation.

Section 2: The corporation shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

Section 3: The corporation shall not make any investments which jeopardize the exempt purposes of this corporation in such a manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

Section 4: The corporation shall not make any taxable expenditures for lobbying, electioneering, grants to individuals or other organizations for such purposes or for any other non-exempt purpose as such expenditures are defined in Section 4945 (d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

ARTICLE VI

(Waiver of Notice and Action By Consent)

Section 1: Whenever any notice is required to be given to any member

or director of the corporation under the provisions of Montana Law or under provisions of Articles or Incorporation of Bylaws of the corporation, a waiver thereof in writing signed by a person or persons entitled to such notice, whether before or after the time stated therein, should be equivalent to the giving of such notice.

Section 2: Action by consent. Any action required by Montana Law to be taken at a meeting of the directors of the corporation or any action which may be taken at any such meeting, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as the unanimous vote, and may be stated as such in any articles and documents filed with the Secretary of State.

ARTICLE VII

(Amendment of the Bylaws)

Section 1: Those Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a Resolution of the board of directors.

Adopted by unanimous consent this ____ day of _____

When the filing is recognized, the corporation is eligible to apply for funding to the Community Based Services Division. The application should be made in triplicate on forms available from the Aftercare Bureau.

Under legislation enacted in 1975, each home is required to submit an operational plan including:

1. the total proposed and historic costs,
2. the number of clients to be served,
3. provision that local funds will be spent prior to or concurrent with any state funds awarded,
4. The nature and level of services to be rendered,
5. measurable performance indicators.

This operational plan must be included in the narrative of the original sub-grant application. A sample of the revised application form follows.

If the application is approved, funding will be on a 75%-state/25%-local cash match basis. Custody payments for a youth's care may be counted towards the local contribution.

Funding is awarded for a Fiscal Year - from July 1 of one calendar year to June 30 of the following year. Every home must make a new application for funds each May.

STATE OF MONTANA
DEPARTMENT OF INSTITUTIONS
APPLICATION FOR SUBGRANT

Application is hereby made for a grant under the Department of Institutions in the amount and for the purposes indicated herein:

1. Applicant Agency or Institution _____
(Name)

(Address) (Telephone Number)

2. Project Director _____
(Name)

(Address) (Telephone Number)

3. Financial Officer _____
(Name)

(Address) (Telephone Number)

4. Project Title _____

5. Project Duration From _____ to _____
Total Length _____
(Months or days)

6. Type of Application Original Revision Continuation*

7. Official Authorized to Sign Application _____

8. Will other State or Federal support be available for any part of this project? _____ If Yes, identify and explain _____

*Subgrant Number of previous grant, continuation grants only _____

9. APPLICANT'S AGREEMENT: It is understood and agreed by the Applicant: (A) that any grant received as a result of this application shall be subject to the Grant Conditions and other policies, regulations, and rules issued by the Department of Institutions for the administration of grant projects including, but not limited to, the following:

-
- (1) that funds awarded are to be expended only for the purposes and activities covered by the Applicant's approved plan and budget;
 - (2) that the grant may be terminated in whole or in part by the Department of Institutions or its designee at any time;
 - (3) that appropriate grant records and accounts will be maintained and made available for audit as prescribed by the Department.
 - (4) that local matching funds be spent prior to or concurrent with the expenditure of funds awarded by the Department.

SUBGRANT CERTIFICATION

I certify, upon receipt of award, to adhere to the preceding conditions and those imposed by the attached budget request.

SIGNED _____
(Official Agency Representative)

(Title)

(Address)

(Telephone)

SIGNED _____
(Project Director)

(Title)

(Address)

(Telephone)

SIGNED _____
(Financial Officer)

(Title)

(Address)

(Telephone)

SUBGRANT GUIDELINES
GENERAL INFORMATION

1. Expenditures other than those listed on the original grant application budget are subject to refund and/or penalty. Variances may be allowed if requested in advance and written authorization is received from the Department of Institutions.

2. Any excess cost over the state contribution under one grant agreement is unallowable under another grant agreement.

3. The Department of Institutions has ruled against the funding of: automobile, paint or signs for vehicles, small equipment purchases and office equipment.

4. "After-the-fact" funding requests will be denied. That is, requests of state funds after indebtedness has been incurred by the applicant agency.

5. State funds are not assured until an Award Letter has been received by the applicant agency. The signed Award Letter, returned to the Department of Institutions constitutes a binding contract between applicant agencies and the Department.

6. Travel allowances: Expenses incurred must be documented by receipt. In-state lodging and meals will be reimbursed up to \$16 lodging, \$2 for breakfast, \$3 lunch and \$5 for dinner. A flat rate of \$7 will be paid for lodging claims not documented by receipt. Out-of-state travel is reimbursable to the limits of \$3, \$4, and \$6 for meals and \$37 for lodging.

7. Unallowable expenditures: refreshments, entertainment, contributions, bad debts, contingencies, fines and penalties, interest charges.

8. Foster Home projects must conform with Section 10-1242 through 10-1250 of RCM 1947 as amended.

9. Matching funds must be expended concurrently with state funds.

10. Applications bearing any of the above exceptions will be returned to the applicant agency for correction or amendment prior to presentation to the Department of Institutions for consideration.

11. Matching requirements - 75% State Funds - 25% Local Sources

APPLICATION DISTRIBUTION:

Blue copy - Applicant Corporation
Salmon copy - Department of Institutions
Red copy - Department of Institutions
(to be forwarded to Department of Institutions)

PROJECT BUDGET

A. PERSONNEL

	\$	
Employee Fringe Benefits		
Total		\$

A

B. CONSULTANT SERVICES

	\$	
Total		\$

B

C. TRAVEL and PER DIEM

	\$	
Total		\$

C

D. EQUIPMENT

	\$	
Total		\$

D

E. OPERATING EXPENSE

	\$	
Total		\$

E

F. Total Project Budget (Combine totals of A,B,C,D,E, above) \$ F

State Share of Total Project Budget (75 % of F) \$

Local Share of Total Project Budget (25 % of F) \$

PROJECT PLAN AND SUPPORTING DATA

This section constitutes the heart of the grant application. It is the applicant's detailed statement of the project--its goals, precisely what services will be offered, to whom and what results are expected. This narrative and the budget sheet provide the primary evidence necessary for the Department of Institutions to gauge the feasibility of the project, the care and planning that has gone into its formulation and the responsibility and qualifications of the applicant(s).

SPECIAL REQUIREMENTS

The project narrative must contain a clear statement of: (1) the nature and level of service to be provided, (2) the number of clients to be served and (3) measurable indicators of progress. These indicators will be used by the Department in evaluating the relative success of the project in meeting its goals.

Projects which include EQUIPMENT purchases must include the following information: (1) Full description of present inventory, (2) is equipment an addition to or a replacement of present resources, (3) full description of equipment requested, including make and model.

THIS NARRATIVE SHOULD FULLY EXPLAIN ANY ITEM NOT COVERED FULLY ON BUDGET PAGE.

Community Development of the District Youth Guidance Home

If the application is approved, the sponsoring corporation with the assistance of the Division staff begins development of the physical site of the home and coordination of necessary community resources. Following is a suggested work-plan for this task.

Schedule for Developing District Youth Guidance Home

Set Target Date for Beginning Operation

12 weeks in advance of opening

- ...incorporate as a non-profit corporation.
- ...apply for state funding.
- ...identify all possible sites for home, begin evaluation of sites (see page 18).
- ...inventory community persons, services and agencies who will be needed in development and operation of the home (see page 28).

10 weeks in advance

- ...select final site, negotiate lease or purchase.
- ...obtain bids on needed equipment and renovation, if necessary.
- ...arrange for liability, fire and other needed insurance.
- ...schedule meetings with community resource people.
- ...recruit for house parents, substitute parents and other personnel.

8 weeks in advance

- ...receive notice of award of state funds and first cash advance.
- ...begin renovation, finalize purchase and delivery of equipment.

Schedule for Developing a District Youth Guidance Home (continued)

4 weeks in advance

...arrange for necessary inspections, licensing, and installation of equipment.

2 weeks in advance

...inspect facilities.

...begin orientation for houseparents, and other personnel.

Target Date

...receive children.

Selecting the Site of a District Youth Guidance Home

A District Youth Guidance Home, generally, must be located in a building large enough to accommodate 8 to 10 children and the resident parents without crowding. The home should be located in a safe and accessible neighborhood. There should be an outside recreational area large enough to accommodate the resident children and their guests free from safety hazards.

District Youth Guidance Homes may be purchased or leased. Funding is not available for construction of new buildings. Under state law, a home which serves 8 or fewer children may be classified for residential use and located in any residential zone including those designated for single family dwellings. The pertinent zoning laws are quoted on the following page.

Inspection by the local health department and fire safety authority is required prior to operation and the home must be licensed as a District Youth Guidance Home by the Department of Social and Rehabilitative Services. Information on the standards and inspection procedures follows.

County and city government may require licenses or permits such as a conditional use permit for zoning or a building permit for renovation. An attorney may be consulted about local requirements and procedures.

Zoning Laws (R.C.M. 11-2702)

11-2702.1. Community residential facility-defined. "Community residential facility" means (1) a group, foster, or other home specifically provided as a place of residence for developmentally disabled or handicapped persons who do not require nursing care, or (2) a district youth guidance home established pursuant to section 10-1103, or (3) a halfway house operated in accordance with regulations of the department of health and environmental sciences for the rehabilitation of alcoholics or drug dependent persons.

11-2702.2. Foster, boarding homes, community residential facilities considered residential. A foster or boarding home operated under the provision of sections 10-520 through 10-523, or community residential facility serving eight (8) or fewer persons, is considered a residential use of property for purposes of zoning if the home provides care on a twenty-four (24) hour a day basis.

The homes are a permitted use in all residential zones, including, but not limited to, residential zones for single-family dwellings. Nothing in this paragraph shall be construed to prohibit a city or county from requiring a conditional use permit in order to maintain a home pursuant to the provisions of this paragraph; provided such home is licensed by the department of health and environmental sciences and the department of social and rehabilitation services. Any safety or sanitary regulation of the department or any other agency of the state or political subdivision thereof which is not applicable to residential occupancies in general may not be applied to a community residential facility serving eight (8) or fewer persons.

Fire Safety Inspection and Certification

Prior to licensing by the Department of Social and Rehabilitation Services, the physical site of the District Youth Guidance Home must be inspected and certified for safety from fire. To arrange for this inspection, contact the local fire chief, or if your area has only a volunteer fire department, contact the county sheriff.

The following requirements have been set by the Office of the State Fire Marshall. In addition to these requirements, the home must conform to the Life Safety Code and local fire and building codes. The local fire department, county sheriff or the State Fire Marshall may be contacted for further information.

1. Heating shall be by a central heating plant, enclosed in a separate room or cubicle composed of one hour fire resistant construction.

Exception: A single fixed space heater may be used in one-story dwellings, provided it is surrounded by a suitable barrier to prevent contact by residents and is located to not obstruct egress.

2. Basement furnaces need not be enclosed if the area is not used and is separated from the rest of the dwelling by a substantial door at the top of the stairs. This door shall be of at least 1-3/4" solid core construction.
3. No portable electric or unvented fuel-fired devices are allowed under any circumstances.
4. No extension cords shall be used. All appliance and lamp cords shall be suitably protected to prevent pulling.
5. Every closet door latch shall be such that it can be opened from inside the closet.
6. Every bathroom door lock shall be designed to permit entry from the outside in an emergency.
7. No Class One flammable liquids shall be kept in the building. All other flammable or poisonous materials must be kept in locked metal cabinets.

8. Fire drills shall be held at frequent intervals (at least 6 times a year) to insure orderly evacuation. All required means of egress shall be used at various drills to test adequacy. Residents unable to exit without assistance shall not be kept above the first floor.
9. All ground floor rooms shall have access to at least one exit without having to pass through intervening rooms with locking doors.
10. All ground floor rooms not having access to two exits shall have at least one window which can be readily used for rescue or ventilation. All windows will be such that they can be opened without special tools.
11. All basements and second stories shall have at least two exits, as distant from each other as possible. At least one shall lead directly to the outside.
12. Third stories in dwellings shall not be used and shall be barricaded or locked to prevent entry by residents.
13. All interior stairways shall be enclosed by one hour fire resistant construction.
14. Corridors and other means of egress shall be separated from the rest of the building by one-hour construction.

Exception: Not required for stairs serving only the second story if strict compliance with all other requirements is met.

15. Interior finish of corridors, stairways and other means of egress shall have a flame spread rating of 75 or less.
16. Interior finish of rooms shall be not greater than 75. Floor coverings shall not be of cotton or rayon construction.
17. Exits shall be arranged to provide two separate exits from every floor area. Exits shall be as distant from each other as practicable and arranged to prevent pockets or dead ends in which residents may be trapped. All exits must be kept clear of obstruction at all times.
18. An electrically-operated manual fire alarm system shall be provided. Warning devices, smoke and heat, and pull stations shall be so arranged as to be accessible and audible from all occupied areas. All systems should be electrically interconnected.

Exception: Electronic Smoke Gard early-warning smoke detectors have been approved for use without electrical connection to other alarm system components.

19. At least one fire extinguisher, suitable for use on Class 2A20BC fires shall be provided on each floor. Attendants shall be instructed in their proper use.
20. An annual inspection shall be made by the authority having jurisdiction, as hereinafter defined, for the purpose of determining compliance with this Code.
21. When, in the opinion of the authority having jurisdiction, the requirements of this Code, or as modified by him, have been met, a certificate of approval shall be issued to the operator. It shall be the responsibility of the operator to contact and arrange for the inspection.

In municipalities, fire districts, or any other area protected by an organized fire department, the fire chief, or his appointed representative, shall be the authority having jurisdiction.

In areas not protected by an organized fire department, the Fire Marshall's Bureau, Department of Justice, shall be the authority having jurisdiction.

Sanitation Inspection

Prior to licensing as a District Youth Guidance Home, sanitary facilities and the sanitation level of the premises must be inspected and certified. This inspection can be arranged and information on local requirements obtained from your County Health Department.

Licensing for District Youth Guidance Home Operation

The home must be licensed by the Department of Social and Rehabilitative Services for operation as a District Youth Guidance Home. The staff of the District Office of the Social and Rehabilitative Services Department in your area will conduct a licensing study of the premises in accordance with the outline on the following page. The staff will submit the study to the Department for approval and issuance of the license.

LICENSING STUDY

1. Introduction:
Name of person making study
Date of dictation
2. Organization of Supervisory Board
Number, method of selection, personnel officers, membership, etc.
3. Personnel:
Duties, titles and classification of personnel. Personnel, policies and practices.
4. Plant and Equipment:
General condition of plant and equipment. Changes in plant and equipment. Report of state fire marshall.
5. Finances:
Sources of income. Estimated budget for current year. Accounting procedures.
6. Statistical Survey for Previous Year (for grant renewals):
Number of children cared for.
7. Recording:
Methods, type of records, etc.
8. Services to Children:
Policies in regard to intake, dismissal, etc. Casework Services. Health program, additional resources, care. Other programs or services.
9. Nutritional Standards
Food selection, preparation, storage and sanitation practices, meal service, facilities evaluation.
10. Relationships of Agency to Community in Regard to Schools, Churches, Social Agencies, etc.

11. Evaluation:

Areas in which progress has been made, strengths of program-- recognition on the part of agency strengths. Weaknesses of program--recognition on the part of agency. Agency plan for future program and attempt to meet immediate needs and to plan on a long-term basis.

12. Recommendations:

Recommendations in regard to license:

- a. Type of program
- b. Capacity for agency

13. Plan:

Plan for next year's contacts--where to place emphasis. The long-term plan.

The following are the general physical standards required for licensing as a District Youth Guidance Home.

1. The location of the home must be conducive to the welfare of the youth.
2. There must be adequate space for the family and resident youth. Outdoor space must be free from hazards which present a danger to the life or health of the youth.
3. Adequate recreational facilities must be provided.
4. The home must have liability and fire insurance.
5. A co-educational home must have necessary physical facilities for segregation by sex.
6. An isolation area must be provided for youth with communicable illness.
7. A bed must be provided for each child at least four (4) feet apart from other beds. A level mattress and spring of comfortable length and width is required. Sufficient washable linen must be provided to allow a change at least once a week. Rubber sheets must be provided for enuretic youth.
8. Toilet and bath facilities must conform to health and sanitation standards. Each child should be provided with his own towel, washcloth, toothbrush, comb and other toilet articles. Each article should be clearly marked for the individual child. Space should be provided for drying towels and washcloths and they should be changed twice weekly.
9. An easily accessible storage area should be provided each child for clothes and personal belongings. Adequate storage space for out-of-season clothes and infrequently used belongings also should be provided.
10. Adequate facilities must be available for the sanitary preparation, service and storage of food. Staff responsible for food service must be familiar with accepted nutritional requirements and routinely meet the nutritional needs of all resident children.

Guidance Home Parents and Other Personnel

The resident parents will be at the heart of the District Guidance Home. The couple will be responsible for administering the policies of the supervisory board, for developing and implementing plans for the youth's future in conjunction with the personnel of supportive service agencies, and, most important, for meeting the special dependency needs of each child while preparing him for responsible independence in adult life.

The resident houseparents will make the District Youth Guidance Home their residence and should assume the responsibility of budgeting for and managing the overall operation of the home.

The day to day responsibilities of the parents to the resident youth include:

1. Preparing and serving 3 nutritious and balanced meals each day.
2. Insuring each child has sufficient rest for his age and activity level.
3. Insuring each child is clothed in clean and suitable clothing.
4. Providing each child the physical and, when necessary, medical care that a parent normally provides his child.
5. Encouraging each resident child to develop social skills appropriate to his age and development level.
6. Encouraging the development of integrity and moral and spiritual values in preparation for adult life.
7. Teaching each resident child sound money-management practices.
8. Providing discipline when necessary for the child's development.
9. Counseling the resident youth on individual problems.
10. Promoting a feeling of family unity and assuming the role of substitute parents to each child.

11. Maintaining the District Youth Guidance Home in a clean and orderly manner and providing for the child's safety at all times.
12. Providing a comfortable and welcoming atmosphere to the resident child's parents and encouraging them to carry out any parental duties they are capable of performing during the visit.

The group home parents may choose to delegate some of these tasks, such as laundering and care of clothing, routine housework or decisions about discipline, to the resident children to teach autonomy and responsibility. However, the group home parents are the ultimate responsibility and authority in the home.

Substitute Parents

Substitute parents are necessary to provide continuing care for the resident children during vacation, illness and emergency absences of the house parents. The substitute parents should be able to assume all duties of the regular resident parents.

Tutor

A tutor or tutors may be needed to assist the children with educational deficiencies or special learning problems.

Social Work Director

As the District Youth Guidance Home program develops, an additional staff member may be needed to coordinate community services available to the resident children and to assist the resident parents and children in community activities.

Community Resources and Services to the Youth

The goal of the District Youth Guidance Home should be to prepare the youth for responsible independence as a part of the adult community. Unnecessary regimentation and isolation should be avoided. Community activities should be open to the child and he should be encouraged to participate in wholesome social activities such as visiting friends and receiving friends at the home, belonging to clubs, attending church activities, etc.

The supervisory board should begin contacting community organizations and supportive services early in the stages of planning and developing the home. Careful attention should be given to developing and maintaining an acceptance of the District Youth Guidance Home program and a willingness on the part of community leaders to work with the supervisory board and staff for the good of the resident children.

Some of the services which must be available to the youth are:

Physical and Medical Care

1. Each youth should have a complete medical examination immediately before or after entering the home and at regular intervals while at the home.

In communities where well-child clinics are held by the State Department of Health, youth in the District Youth Guidance Homes may receive routine examinations at these clinics.

2. Immunizations not previously completed should be provided soon after admittance to the home.
3. The care of a qualified physician should be available to any youth who becomes ill.
4. Dental examinations should be made every 6 months and any prescribed treatment followed.
5. A complete medical record of illness, treatment, medication and examinations should be kept for each resident youth.

The staff should provide empathy and guidance to instill in the child personal dignity and security and to develop close relationships with others.

Discipline

From time to time a child needs discipline, however, in no instance may the discipline constitute abuse of the child. The home should have a clear and definite policy of discipline which is thoroughly understood and consistently applied by the staff. Professional counseling should be sought in cases of severe or continued misbehavior.

Mental and Emotional Health Care

Psychiatric consultation or care in most areas is available through the Mental Health Bureau of the Department of Institutions.

Education

Education suitable to the individual child's level and development should be arranged. Special skills and talents should be encouraged and developed if resources are available within the community. The child's religious education should be pursued through church classes or within the family.

The resident parents should participate in community activities affecting the resident children such as PTA, church groups and social clubs.

Social Services

Needed social services will be provided to the youth and his family by the agency recommending the placement. The services will include admission planning, counseling and release and post-release planning.

Recreational Activities and Sports

Children should be encouraged to develop physical and social skills through participation in sports and team or group recreation activities. Such activities sponsored by church, school or community groups give the resident youth and parents a chance to meet with other families in the community and to develop a feeling of unity.

Recordingkeeping

As previously noted, a grant for operation of the District Youth Guidance Home is for one fiscal year. Application for funds and licenses to continue operation must be submitted annually.

Records are an important part of the project in that they assist the supervisory board and staff to evaluate their local project and they provide data essential to the Community Based Services Division's program evaluation.

The Community Based Services Division requires submission of records on each child entering and leaving the home and on expenditure of funds. Fiscal reporting requirements are discussed in the next chapter.

Records for the Individual Child

A permanent record file should be started for each child on the day he is placed in the home. The file should be started with the youth's name, birthplace and birthdate. The names of parents, address(es), occupation(s), a narrative on the youth's background and a statement of the reason for admittance should be included. Medical or mental health treatment should be noted in the child's file and, periodically, a brief assessment of the child's adjustment should be made and added to the record.

All such records should be kept confidential. They should be maintained in a place and manner which insures security and made available only to staff and persons authorized by the supervisory board.

Reports Required by the Department of Institutions

The Individual Person Card (sample shown on page 36) must be filled out at the time of admittance or release and immediately mailed to the Aftercare Bureau of the Community Based Services Division. Information from the card will be processed by the Division's data processing system and a monthly summary prepared and mailed to each District Youth Guidance Home.

The card must be filed immediately and information must be accurate and legible.

The following data is required on the Individual Person Card:

Home Number - This is the number assigned by the Division to identify your particular District Youth Guidance Home. The number is on the notice of award of subgrant funds and other documents from the Community Based Services Division.

Serial Number - Enter the serial number of the youth being admitted or released from the home. This number does not change and is listed on all legal papers accompanying the youth.

Card Type - No entry is required.

First Name - Enter child's first name.

Last Name - Enter child's last name.

Placement Date - To be filled in only if the child is being admitted. Enter the numbers of the month, day and year of the current term of admittance. DO NOT FILL IN this line if the child is being released.

Program Cost - Enter the amount of the monthly charge for maintaining the child in the home.

Paying Agency - Enter the number from the list below of the agency who is paying the home for the child's care. (If more than one agency is involved, enter the number of the agency contributing the greatest share.)

1. Aftercare Bureau
2. Welfare-Social and Rehabilitative Services
3. Vocational Rehabilitation
4. Probation Office
5. Bureau of Indian Affairs
6. MDTA
7. Estate(s)
8. Parents
9. Other

Finances - If the child receives any benefits (such as insurance, Social Security, etc.) enter the AMOUNT of the benefits on a MONTHLY basis.

Financing Agency - Enter the number from the list below of the source of benefits the child receives.

1. Social Security
2. Railroad Retirement
3. Both Social Security and Railroad Retirement
4. Indian monies
5. Veteran's benefits
6. Social Security and Veteran's benefits

Closing Date - Enter the numbers of the month, day and year the child is released from the home.

Inactive - Enter the number of your home, the child's serial number, the placement number and the notation "-". This is necessary to delete the child's name from the master data file.

If the child is being admitted DO NOT FILL IN the closing date and inactive line.

DEPARTMENT OF INSTITUTIONS
FOSTER HOMES AND DISTRICT YOUTH GUIDANCE HOME
STATISTICS 19-020

Instructions: Fill in one copy of this form for each child received or released from the home. Mail to Aftercare Bureau, 1409 Helena Avenue, Helena, Montana 59601.

Home, serial number, placement, first and last name, and placement date must be coded. To delete an individual from the master file, code home, serial, and placement numbers and code "_" in inactive.

For complete instructions, see the District Youth Guidance Home Manual.

INDIVIDUAL PERSON CARD

1-7			
Home Number			
8-14			
Serial Number			
17-18			
Placement			
19			
Card Type	5		
20-29			
First Name			
30-43			
Last Name			
44-49	Mo.	Day	Year
Placement Date			
63-64			
Paying Agency			
65-67			
Finances			
68-69			
Financing Agency			
70-71			
Agency Making Placement			
72-77	Mo.	Day	Year
Closing Date			
80			
Inactive			

Comments on Individual Child to be added to Master File

The form shown on page 38 should accompany the placement or release form to explain any particular circumstances of the child's admittance or release. It also may be used to add a comment about the child's adjustment, special problems or other pertinent information to the youth's permanent file retained by the Community Based Services Division.

The following information is required on the comment form:

Home Number - The number assigned by the Community Based Services Division to your District Youth Guidance Home.

Serial Number - The youth's identifying number assigned by the Community Based Services Division.

Comment Number - The sequence of the comment you are making. If it is the first entry about this youth, number 1, if it is your second entry about this youth, 2, etc.

Placement Number - Number 1 if it is the first time the youth has been in your home, 2 if it is the second time, etc.

Card Type - No entry.

Comment Area - Legibly and concisely make your comment. (Example - Recently orphaned, Indian child, stutters, entering speech therapy) or (Transferred for vocational training-welding).

TO REMOVE A PREVIOUS COMMENT from the master file, write the home number, child's serial number, the number of the comment you wish to delete and the placement number in the inactive column. Follow the entry with the notation " " in the last column (80).

DEPARTMENT OF INSTITUTIONS

FOSTER HOME AND DISTRICT YOUTH GUIDANCE HOME
STATISTICS 19-020

Instructions: Comment or inactive area may be left blank but not both. To remove an individual comment from the master file; code home, serial, comment, and placement numbers and code " _ " in inactive area.

1-7 Home Number	8-14 Serial Number	15-16 Comment Number	17-18 Placement	19 Card Type	20-79 Comment Area	80 Inactive
				6	---	
				6	---	
				6	---	
				6	---	
				6	---	

Fiscal Management, Recordkeeping and Reporting

Operation of a District Youth Guidance Home requires careful and well-documented management of funds.

Sound judgement of home economics and reliable administration is crucial to the success of the project. The acceptance of a grant from the Community Based Services Division creates a legal duty to use the funds, or property, made available according to the terms of the subgrant agreement.

To insure the conditions of the grant award are met and services are being provided, full financial records must be kept and quarterly reports submitted to the Community Based Services Division.

Special Conditions on Use of State Funds

Expenditures may be made only for items included in the subgrant application. Other expenditures are the liability of the subgrantee and reimbursement for unauthorized expenditures of state funds is required.

Any portion of the grant funds not used by the expiration of the project (June 30 of the year following the award) must be returned to the Community Based Services Division.

An expenditure which would exceed 10% of the total awarded for that budget category must have the prior written approval of the Chief of the Aftercare Bureau of the Community Based Services Division.

Local funds must be spent concurrently with state funds. Documentation of partial expenditure must be included in each quarterly fiscal report (see sample form 1005, page 43) and proof of receipt and expenditure of the full 25% local cash match must be available at the time state funds are spent or the grant is terminated.

Funds received from the Community Based Services Division must be segregated from all other sources of revenue. Separate treasury or bank accounts should be maintained. Exceptions may be made only with the approval of the Chief of the Aftercare Bureau.

Recordkeeping

Expenditures of subgrant funds should be fully documented. All pertinent records should be kept in one location and transactions recorded immediately. Don't rely on memory, keep a memorandum of any transaction which may be questioned at a later date. All records must be kept for three years or until an audit is made and any resulting question satisfactorily answered.

In general, records must be kept of the following:

Documentation of all expenditures (invoices, payment vouchers, treasurer's receipts, etc.).

An inventory reference for each piece of equipment purchased. The inventory should include the serial number, make and model of the equipment and its location. Each change of location should be noted.

Source of revenue documents including a copy of the original application, award letters and fiscal reports as well as documentation of the source of local funds.

Time and attendance accounts for all full or part-time or intermittent employees whose remuneration was included in the subgrant.

Documentation for expenditures must total the full amount of the application including both state and local contributions.

Reporting Requirements

A quarterly fiscal report is required of each subgrantee. The report should be made on the form provided (see sample page 45), and filed with the Chief of the Aftercare Bureau of the Community Based Services Division no later than 30 days following the end of the quarter. The schedule is:

Closing Date	Report Due
September 30	October 30
December 31	January 30
March 31	April 30
June 30	July 30 - final report and narrative

The report should include a narrative of the program, activities and progress.

Copies of the minutes of supervisory board meetings should be sent to the Aftercare Bureau and any change in membership of the supervisory Board should be reported to the Bureau.

DEPARTMENT OF INSTITUTIONS -- DISTRICT YOUTH GUIDANCE HOME

QUARTERLY FISCAL REPORT For the period ending _____

Subgrant Number _____ Total State Award \$ _____	Project Title _____ Total Local Contribution \$ _____			
SECTION I: STATE FUNDS				
1. Opening balance	\$ _____			
2. Total Advances Received During Reporting Period	\$ _____			
3. Total Expenditures During Reporting Period	\$ _____			
4. Unexpended balance	\$ _____			
SECTION II: LOCAL FUND CONTRIBUTION				
1. Opening balance	\$ _____			
2. Total Advances Received During Reporting Period	\$ _____			
3. Total Expenditures During Reporting Period	\$ _____			
4. Unexpended balance	\$ _____			
SECTION III:				
OBJECT	TOTAL APPROVED BUDGET	TOTAL STATE EXPENDITURES DURING PERIOD	TOTAL MATCHING CONTRIBUTIONS DURING PERIOD	TOTAL PROJECT EXPENDITURES TO DATE
Personnel	\$ _____	\$ _____	\$ _____	\$ _____
Consultant Services	\$ _____	\$ _____	\$ _____	\$ _____
Travel	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____
Supplies and other	\$ _____	\$ _____	\$ _____	\$ _____
Operating Expense	\$ _____	\$ _____	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____	\$ _____	\$ _____

I certify that the above statement of expenditures is correct. SIGNED _____

Project Director

(over)

SECTION IV

1. Total number of youth in project during reporting period _____
2. Total number of youth in project to date (current fiscal year) _____
3. Total number of youth days in project to date _____
- *4. Cost per child per day for reporting period _____
- *5. Cost per child per day to date (current fiscal year) _____

* Exclude equipment expenditures

CBS 1005

Request for Draw (Installment Funds)

Following award, an initial transfer of \$2,000 in state funds will be made to the subgrantee. When the cash balance for the subgrantee is \$1,200 to \$1,000 a request for installment funds must be made. The request will take from 10 to 15 days to process and the subgrantee is responsible for assuring the home has sufficient cash to meet its obligations during this processing period.

The request is made on Forms 1010 and 1020 (samples pages 48 and 49). The completed forms must be sent to the Chief, After-care Bureau, Community Based Services Division, 1409 Helena Avenue, Helena, Montana.

The following information is required on Form 1010:

Date - The date you are making the request for installment funds.

Request Number - 1 if this is the first time you are requesting funds, 2 if it is your second request, etc. (Do not count the original cash advance made at the time of award or advances made under any prior grant.)

Subgrantee Agency - Fill in the official name of the corporation who received the subgrant.

Subgrant Number - Fill in the number assigned to your grant by the Community Based Services Division. The number is found on your grant award letter and other communications from the Division concerning the grant.

Brief Description of Project - Fill in "operation of..." followed by the name of your home.

Request for the Period From - Fill in the starting date of the period you are budgeting for, To: the date you anticipate you will make your next request for installment funds.

Cash Status Report of State Funds - In this section fill in only amounts of STATE funds. Do not include any local match money in your accounting.

Cash Balance Beginning of Period - Fill in the amount of cash from the STATE award you had on hand at the beginning of your last accounting period. If it is the first request, it will be the amount of your original grant award. In subsequent requests, this will be the unexpended cash balance you reported on your last request for installment funds.

Cash Receipts during the Period - Fill in the amount of your last cash advance. If this is your first request, the amount will be 0.

Cash Disbursements During the Period - Enter the total of all expenditures from your STATE funds made since your last report, or since the grant was awarded if this is your first request.

Unexpended Cash Balance - Subtract the total of your disbursements from the total of the beginning cash balance and receipts.

Amount Requested - Fill in the amount of STATE funds reported as total state expenditures on accompanying Form 1020. Amount requested cannot be greater than reported STATE expenditures.

Justification of Requests - Fill in information about any large purchases or special circumstances reflected in the amount of your request. If you are anticipating only normal expenditures, give a brief summary of the items and amounts in your budget.

Submitted By - The form must be signed by the person named as project director or finance officer in your subgrant.

Form 1020, which must accompany your request for installment funds, provides space for a detailed listing of all your expenditures during the time period from your original grant award to your first request for installment funds OR from your last request to the date of your accompanying request.

The information required on Form 1020 is:

Home Reporting - Name of your Home.

Period of Reporting - From date of your last request for installment funds or original grant award to date of your request for installment funds.

Receipt No. - Fill in the number you have assigned to the receipt for the item purchased.

Check Number and Date - Fill in the number and the date of the check you wrote to pay for the item.

Title or Purpose - Fill in the name of the person or company who received the check or a description of the item purchased (e.g. groceries, plumbing-repair, clothing, etc.).

Total Amount Paid - Fill in the total cost of the item.

Amount of State Funds Expended - Fill in the amount of the total which was taken from State funds. The total for this column is the maximum amount you may request on Form 1010.

Amount of Local Funds Expended - Fill in the amount of the total cost which came from local funds.

Account Category Number - This is for use by the Community Based Services Division, DO NOT FILL IN.

DEPARTMENT OF INSTITUTIONS
REQUEST FOR INSTALLMENT FUNDS

DATE _____ REQUEST NUMBER _____

SUBGRANTEE AGENCY _____ SUBGRANT NUMBER _____

BRIEF DESCRIPTION OF PROJECT: _____

REQUEST FOR THE PERIOD FROM _____ TO _____

CASH STATUS REPORT OF STATE FUNDS:

CASH BALANCE BEGINNING OF THE PERIOD \$ _____

CASH RECEIPTS DURING THE PERIOD \$ _____

CASH DISBURSEMENTS DURING THE PERIOD \$ _____

UNEXPENDED CASH BALANCE (CURRENT) \$ _____

AMOUNT REQUESTED \$ _____

JUSTIFICATION FOR REQUESTS:

SUBMITTED BY _____
(PROJECT DIRECTOR OR FINANCE OFFICER)

Evaluation of District Youth Guidance Home Facilities

Under legislation enacted in 1975, the Community Based Services Division is required to conduct a biannual evaluation of each District Youth Guidance Home to insure that all conditions of the approved operational plan are being met. (These are the conditions stated in the original sub-grant application described on pages 12 through 16.)

The outline on page 52 will form the basis of this evaluation. The on-site inspection will be made by a staff member of the After-care Bureau. He will interview the Board of Directors, Guidance Home staff, residents and personnel of agencies dealing with the home in the course of the evaluation. The evaluator will also examine the records of the District Youth Guidance Home to answer certain questions. The home will be notified of the results of the evaluation shortly after the on-site inspection. Any deficiencies will be noted and the Board is expected to take corrective action within a reasonable period of time. If deficiencies are noted and not corrected for an extended period of time, state funding may be suspended.

Each home must be licensed for operation and maintain adequate financial records. State funding of any home not having a current license or failing in financial responsibility will be suspended until the license is obtained or adequate accounting instituted.

A self-evaluation by the staff and directors of the home should be conducted quarterly to assure that state and local requirements and objectives are being met.

Licensing	Yes	No	N/A
1. The group home has a current license issued by the Department of Social and Rehabilitative Services	_____	_____	_____
2. The home has been inspected and approved by the county health office within the last 12 months	_____	_____	_____
3. The home has been inspected and approved for fire safety by the local agent of the state fire marshall within the last 12 months.	_____	_____	_____

Organization

1. The non-profit corporation operating the home is legally registered with the secretary of state.	_____	_____	_____
2. The by-laws of the corporation provide:			
a. for selection and tenure of officers of the corporation	_____	_____	_____
b. that the governing body (directors) are responsible for the formulation and implementation of policy.	_____	_____	_____
c. methods of amending the by-laws.	_____	_____	_____
d. for regular meetings and procedures for calling special meetings.	_____	_____	_____

Administration

1. The home has a social-work director with authority and responsibility to handle the home's management (may be one of the houseparents).	_____	_____	_____
2. The Director keeps the Supervisory Board informed of all activities of the home and seeks major policy decisions from the Board.	_____	_____	_____
3. The Board accepts the responsibility for developing a true community living situation for the residents of the home.	_____	_____	_____
4. The Board of Directors is constituted to provide effective leadership for the home:			
a. the members are broadly representative of the District.	_____	_____	_____

	Yes	No	N/A
b. the board meets at least 6 times a year.	_____	_____	_____
c. minutes of each meeting are kept and a copy forwarded to the Community-based Services Division.	_____	_____	_____
d. members stay informed of all developing programs in the state and nation and attempt to be aware of new innovations in child treatment programs.	_____	_____	_____
5. Quarterly, the management, program activities and the progress of individual residents are evaluated by the Board.	_____	_____	_____
6. The group home is in compliance with the federal Civil Rights Act and the state Human Rights Act which prohibit class discrimination in employment, housing or services offered.	_____	_____	_____
Budget and Finance			
1. An annual budget which adequately anticipates operating needs and resources is submitted to the Community-based Services Division.	_____	_____	_____
2. The corporation has adequately provided for expansion, recreation and improvement of the home in addition to normal maintenance.	_____	_____	_____
3. Provision has been made for fire, liability and other insurance needed for the protection of the staff and residents.	_____	_____	_____
a. This coverage is reviewed annually.	_____	_____	_____
4. The Board has identified and utilizes all locally available funding and services for the group home.	_____	_____	_____
5. Generally accepted accounting methods are used and all accounts are in order.	_____	_____	_____
a. All terms of the sub-grant from the Community-based Services Division are being met.	_____	_____	_____
b. Fiscal reports are prepared and submitted to the Community-based Services Division as requested.	_____	_____	_____

	Yes	No	N/A
c. Financial records identify each group home expense.	_____	_____	_____
d. Separate individual residents' accounts for personal, incidental expenses are maintained.	_____	_____	_____
6. Sound ethical and business practices are observed in the payment of obligations and collections.	_____	_____	_____
7. The management of the group home is audited annually by an independent accountant or by a state auditor.	_____	_____	_____

Staffing

1. The group home is in compliance with federal and state laws, rules and regulations concerning wages paid and hours of employment.	_____	_____	_____
2. The group home has a wage exemption certificate for any employees who are paid less than the minimum wage.	_____	_____	_____
3. The Board of Directors employs staff (or has delegated this authority to the director), sets their duties and designates lines of authority and communication.	_____	_____	_____
4. Each staff member has been provided a written job description.	_____	_____	_____
5. Written personnel policies are available to each staff member.	_____	_____	_____
6. Staff members are encouraged to participate in in-service training programs.	_____	_____	_____
7. Staff members regularly read literature about, and continue learning about, the care and treatment of youth.	_____	_____	_____
8. Staff members are effective in providing guidance to the resident youth.	_____	_____	_____
9. The number of staff is adequate for the operation of the home.	_____	_____	_____

Resident Life - General

1. The treatment of residents is individualized-appropriate to differences in personal goals, abilities, and life circumstances.	_____	_____	_____
--	-------	-------	-------

	Yes	No	N/A
2. The group home manages to permit maximum flexibility in the program to meet the needs of residents.	_____	_____	_____
3. The group home offers a home-like environment with respect to attitude of staff, furniture, lighting, ventilation, and other physical and esthetic factors.	_____	_____	_____
4. Residents individually and as a group are encouraged to, and have mechanisms available, to express their ideas and concerns for incorporated into the program.	_____	_____	_____
5. There is individual counseling and interaction between group home residents and staff.	_____	_____	_____
6. Group government and leadership roles are encouraged.	_____	_____	_____
7. Residents are encouraged to interact with one another and to be involved in assisting one another.	_____	_____	_____
8. There is time and space for the residents to meet apart from the staff.	_____	_____	_____
9. There is freedom for the residents to contact any appropriate administrative level of group home operation, either public or private.	_____	_____	_____
10. The group home develops good social practices, including <u>safety habits</u> , punctuality, regular attendance and courtesy.	_____	_____	_____
A. Intake Procedures for Residents			
1. There are written criteria and procedures for admission, e.g., age, skill level and sex of resident.	_____	_____	_____
2. Referred youth are screened by personal interview.	_____	_____	_____
3. Referred youth are given an opportunity to visit the group home prior to placements.	_____	_____	_____
4. The agency obtains referral materials for each admission which include recent medical, psychological, and social data appropriate to the on-going development of the referred youth.	_____	_____	_____
5. The intake process orients the resident to the group home program of services.	_____	_____	_____

	Yes	No	N/A
6. A baseline evaluation of educational work, and community living skills is done for each admission so that progress can be measured.	_____	_____	_____
7. A file is started for each resident child upon admission and his progress and adjustment are periodically evaluated while in the home.	_____	_____	_____
8. The intake form is sent to the Community-based Services Division immediately following intake or release.	_____	_____	_____
B. Education and Training			
1. Education and/or vocational training provided is meaningful and suits the child's rehabilitation plan.	_____	_____	_____
2. Instruction in the home is provided to develop skills, knowledge and habits necessary for successful individual living.	_____	_____	_____
3. The residents are allowed to act and progress at an individual rate and are not held together for the convenience of group planning.	_____	_____	_____
4. The staff motivates residents to participate in work, to be self-reliant, to accept supervision and to relate to the staff and to other residents.	_____	_____	_____
5. The training and education provided in the group home is planned to meet maximum potential for the individual youth's social and emotional growth.	_____	_____	_____
C. Community Living Skills			
1. The residents are learning and demonstrate generally appropriate behavior.	_____	_____	_____
2. The residents know about and use community resources such as church, health facilities, recreational areas or programs and public transportation.	_____	_____	_____
3. The residents are learning the essentials of community functioning-money handling, budgeting, traffic laws, use of emergency services, safety rules, contacting community agencies, leisure time activities, home maintenance, sex education etc.	_____	_____	_____

	Yes	No	N/A
1. The home has space available for visiting and encourages the resident youth to form friendships with peers in the community.	_____	_____	_____

Use of Community Resources

1. The group home uses the following community resources when available and appropriate to a resident's needs:			
a. public schools	_____	_____	_____
b. vocational-technical schools	_____	_____	_____
c. community employment	_____	_____	_____
d. specialized therapy programs	_____	_____	_____
e. college programs	_____	_____	_____
2. The group home has established effective and cooperative agreements with community resources, such as medical clinics, dental clinics, park departments, volunteer organizations, etc. to provide services as needed by residents.	_____	_____	_____
3. The group home has a well planned public education program to encourage understanding and support by the community.	_____	_____	_____
4. The group home has planned activities to encourage new volunteers to offer their services.	_____	_____	_____

Placement Practices

1. The group home encourages carefully planned programs of placement and allows former residents to visit.	_____	_____	_____
2. The placement process is the responsibility of the placing agency but the group home helps the resident to make his/her transfer a happy occasion.	_____	_____	_____
3. The group home encourages work placements of residents and, when needed, helps them in securing transportation and to develop sound working habits.	_____	_____	_____
4. Residents receive supportive services such as counseling and social services, as needed, from the placement agency, Vocational Rehabilitation and MSES.	_____	_____	_____

	Yes	No	N/A
5. Prior to any change in the resident's placement, the change and reasons for the change are discussed with resident, his guardian and other interested persons by the group home staff and by the social worker.	_____	_____	_____
A. Responsibility of Group Home to the Placement Agency			
1. Group home administration cooperates with the staff of the agencies in reviewing the progress of residents and resolving individual problems in close consultation with the region staff.	_____	_____	_____
2. Group home carries out the recommendations of the agencies regarding education, funding, placement, etc.	_____	_____	_____
3. Staff follows all management and reporting requirements of the CBSD promptly and accurately.	_____	_____	_____
B. Community Relations			
1. The group home maintains working relations with other community health and welfare organizations, business, labor, parents of residents, other associates and other groups able to contribute to the rehabilitation and placement of the residents.	_____	_____	_____
Fire Safety			
1. The group home has fire drill programs at one-month intervals and as often as a new resident comes to live.	_____	_____	_____
2. The group home has an evacuation plan in case of fire.	_____	_____	_____
3. A safety education program has been established and includes:			
a. Training for houseparents in the principles of accident prevention and the control of specific hazards.	_____	_____	_____
b. Training for resident youth in personal safety habits and safe working and living conditions.	_____	_____	_____
c. First aid training course has been completed by the houseparents.	_____	_____	_____

Statutes Applying to District Youth Guidance Homes

10-1243. Definitions.

For purposes of this act:

- (a) Delinquent youth. A youth as defined in section 10-1203(12).
- (b) A youth in need of supervision. A youth as defined in section 10-1203(13).
- (c) District youth guidance home. A district youth guidance home is a family-oriented residence established in a judicial district of the state of Montana as an alternative to existing state institutions, the function of which is to provide a home and guidance through adult supervision for delinquent youths and youths in need of supervision.

10-1244. Nonprofit corporations to establish homes authorized-- power to receive facilities and funds. Nonprofit corporations or associations in any judicial district may be formed or organized for the purpose of establishing under this act district youth guidance homes and to receive from the department of institutions and other governmental units such services, facilities and funds as the department or other governmental units may be authorized to provide by law.

10-1245. Governmental aid to nonprofit organizations.

- (1) The department of institutions shall be authorized to contract with nonprofit corporations or associations, to provide facilities and services for delinquent youths and youths in need of supervision in district youth guidance homes, and is authorized to expend such moneys as shall be appropriated or available therefor.
- (2) Governmental units, including but not limited to counties, municipalities, school districts, or state institutions of higher learning are hereby authorized, at their own expense, to provide funds, materials, facilities and services for district youth guidance homes.

10-1246. Authority of youth court judge to commit delinquent youth and youths in need of supervision. A youth court judge is hereby authorized in his discretion to place a delinquent youth or a youth in need of supervision to said district youth guidance home for any period of time up to the child's twenty-first birthday subject to the approval of its sponsoring nonprofit corporation or association.

10-1247. Petition by person under twenty-one (21) to be placed in district youth guidance home. Any person under the age of eighteen (18) years, or any person between the ages of eighteen (18) and twenty-one (21) years, who is still within the jurisdiction of the youth court may petition the youth court of a district in which a district youth guidance home has been established to be placed in a district youth guidance home for any period of time up to said person's twenty-first birthday.

10-1248. Continuing jurisdiction of youth court over youths. The youth court placing a delinquent youth or a youth in need of supervision to a district youth guidance home shall retain continuing jurisdiction over said youth until said youth becomes twenty-one (21) years of age or is otherwise discharged by order of the court.

10-1249. Per diem charge to financially able parents. A youth court judge placing a delinquent youth or a youth in need of supervision in a district youth guidance home may, if the parent or parents of the youth are financially able, without undue hardship, require the parents or parent to pay to the district youth guidance home a per diem charge not to exceed the per diem charge established by the department of institutions for each youth placed in the Montana children's center.

10-1250. Placement of youths by department of institutions. The department of institutions is hereby authorized as part of its aftercare program to place a delinquent youth or a youth in need of supervision in a district youth guidance home subject to the approval of its sponsoring non-profit corporation or association.

10-1251. Rules and regulations. The director of the department of institutions shall have power to adopt reasonable rules, regulations and standards to carry out the administration and purposes of this act.

10-1252. Federal assistance. The department of institutions is hereby authorized to make application for and to receive federal-aid money or other assistance which might now or hereafter become available for programs in the nature of the one created by this act.



